SELECTION, APPOINTMENT, AND INDUCTION PROCEDURE ACADEMIC AND ADMINISTRATION STAFF (VOCATIONAL OPERATIONS)

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1.0   Purpose

This procedure provides a framework to:

- assist EIT in ensuring that quality assurance and best practice processes are implemented for the appointment of academic and administrative staff; and

- provide a consistent and transparent process for the recruitment requirements relating to essential academic staff qualifications.

2.0   Scope

This procedure applies to the recruitment and appointment of academic and administrative staff within the EIT who are involved in Vocational Education and Training (VET) and professional certificate of competency courses and activities and covers both EIT academic and administrative staff being recruited.

3.0   Overview

This procedure defines the steps to follow in appointing academic and administrative staff. It commences with the initiation of the employment process, moves onto the search and advertising process, and finally the screening process and. the sequence of steps in the selection of the appropriate candidate together with the offer of employment is noted.

4.0   Initiation of the Employment Process

Upon the resignation or vacancy occurring, or a decision made to proceed with creation of a new position, the Human Resources Manager will define the type of vacancy according to one of three categories:

1. Current vacancy due to staff member leaving the employ of the EIT (as evidenced by a written resignation letter) and the position is still covered by the current budget;

2. New Staff position created; or

3. New Staff titles created, or existing titles changed; and the commencement of a recruitment process as defined in this procedure.

5.0   Initiation of the Search for a New Staff Member

The Dean of Engineering and/ or the Human Resources Manager or relevant department manager must first fill in a detailed description of the position. This description will include a definition of the position, a proposed employment advertisement (with the listed details below), the type of vacancy, as set out in section 4.0, salary (including range if required) and date required to commence. The Human Resources Manager and/or relevant business area manager will assist in defining these elements.

The two critical elements of salaries and qualifications are defined in more detail in the two sections below.

5.1   Salaries of Staff

The salaries for replacement positions will be determined by the Dean of Engineering, in consultation with any other relevant staff, and in accordance with the relevant employment award.

Normally, positions will be advertised and filled at the starting salary for the position. The salary offered will be based on the applicant's experience and qualifications.

5.2   Qualifications of Trainers and Assessors

Training and assessment should be conducted by trainers and assessors who meet the requirements of the *Standards for Registered Training Organisations (RTOs) 2015*. This specifies the minimum qualifications or competencies that must be held by trainers, people delivering nationally recognised training under supervision, and assessors in the VET sector.

All lecturers are to be specialists in the areas that they teach with relevant vocational degrees and industry experience in the fields that they cover.

Lecturers are to be engineers, with a good many years of experience in their fields of expertise or highly experienced technologists or technicians.

All academic position descriptions should identify the qualification requirements as the first essential criterion.

6.0   Advertisement of Position

The specific requirements for the job advertisement should include:

- An appropriate job position title;
- A summary description of the work to be performed and essential functions of the position;
- A brief note of the interaction required with other members of EIT Personal attributes required by the candidate;
- Desired and Essential Qualifications and Skills;
- How many years experience is required; and

- Type of experience required.

- EIT's EEO statement

The job advertisement will be placed by the Human Resources Manager or Human Resources Assistant

6.0 The Application and Screening Process

Applications from new trainers and assessors are invited at any time and details are advertised on the EIT website.

Applications for Administrative Staff positions will only be accepted for available open positions. All other applicants will receive a courteous response from the Human Resources Manager indicating that EIT is not advertising for a particular requested position and that their application will be retained on file in case of a future possible opening.

6.1 Trainer and Assessor Process

- The Human Resources Manager will screen all initial applications for completeness in terms of the criteria defined above and will make recommendations to the Dean of Engineering and/or VET College Manager;

- Unacceptable responses when, for example, a candidate does not have one of the criteria deemed critical, such as an appropriate qualification, will receive a courteous rejection note from the Human Resources Manager;

- Once the Dean of Engineering (or his/her nominee) has given approval, the Human Resources Manager will provide potential candidates with information on being a trainer and assessor for EIT;

- Depending on the candidate's area of expertise (e.g., Electrical or Mechanical) the relevant EIT academic staff member will arrange an interview for them, assessing their engineering knowledge. They will also demonstrate how to use Blackboard Ultra. The candidate is then required to provide a recorded webinar session without students present. This will be critiqued by the academic team member, the Deputy Dean and/or VET College Manager who will then provide feedback to the candidate;

- Once appointment decisions have been finalised the Human Resources Manager will send the candidate all necessary contractual documents to sign and will request certified copies of all certificates or testamurs claimed by the applicant;

- A relevant team member will arrange an induction and provide Moodle access and training;

- The candidate can then be scheduled to start training delivery;

- If required, the Human Resources Manager will arrange for the new instructor to be enrolled on the Certificate IV in Training and Assessment qualification; and

- The Human Resources Manager will file all comments and feedback on all candidates in a confidential location as specified in the Records Management Policy.

6.2 Administrative Staff Process

Applications will be initially screened for completeness in terms of the criteria defined above by the relevant business area manager and/or the Human Resources Manager.

Unacceptable responses when, for example, a candidate does not have one of the criteria deemed critical, such as an appropriate qualification, will receive a courteous rejection note from the Human Resources Manager.

A short list of candidates will be provided to the Dean of Engineering and/or relevant business area manager with dates and times for interviews.

The relevant business area manager and/or Human Resources Manager and the Dean of Engineering will prepare questions which will be identical for all interviewees and must exclude questions of a personal nature which are unrelated to the ability of the potential candidate to discharge the proposed duties. Examples of inappropriate questions include ones that relate to the applicant's age, marital status, race, colour, religion, gender, nationality, or disability.

The interviews must be as objective as possible with an emphasis on measurable, quantifiable, and objective criteria. A minimum of the Dean of Engineering, the relevant business area manager and/or the Human Resources Manager will conduct final interviews which shall be to the point and as honest as possible.

The interview should include a considerate and frank summary of the positive and attributes required of the candidate for the position. The emphasis should be on an objective assessment. The positive and challenging points of the position will be honestly disclosed as well as future opportunities at EIT.

6.2.1 Selection of appropriate candidate

After the attributes of each of the candidates has been discussed by the interview panel, the best candidate is selected by mutual consensus. If there is a disagreement, then interviews will continue until a mutually agreed upon candidate can be found.

The relevant business area manager or the Human Resources Manager shall advise all unsuccessful applicants of the results of the interviews within seven days of a decision being made.

6.2.2 Offer of Employment and Concluding work

The relevant business area manager or Human Resources Manager will notify the successful candidate of the decision and confirm in writing the offered remuneration and conditions of employment, subject to reference checks, with a formal Offer of Employment and a three- or four- month probationary period. The candidate will be free to ask for modifications to the terms and conditions of employment on the Offer of Employment such as remuneration or hours of work. If the modifications sought are considered to be unacceptable, the would-be candidate will be advised of this, and other shortlisted candidates could be approached, or the position could be readvertised.

The Finance Manager will file all application's evaluation forms and comments in a confidential location as specified in the Records Management Policy.

Once the successful candidate has agreed to the terms and conditions in the Offer of Employment, by signing the acceptance section, the relevant business area manager and/or the Human Resource Manager or Human Resources Assistant will perform a check on at least two of the referees nominated by the candidate.

All the qualifications nominated by the candidate shall be verified. This will be done through direct contact with the issuing institution. If the candidate has gained their qualification from an institution outside of Australia, a check will be made with the appropriate Australian qualifications authority to confirm the equivalency with the appropriate Australian qualification. Written independent confirmation will be secured to corroborate the claims made as to the candidate's qualifications. The candidate will be advised of the success or otherwise of this process.

Within the first seven days of employment, the relevant business area manager or Human Resources Manager will arrange an induction of the successful candidate, will introduce them to all other staff members of EIT (both physically and online as convenient perhaps geographically) and will ensure that the statutory employment forms (including payroll) are filled in with the EIT's accounting department. In addition, personal details such as next of kin, address, phone numbers and address details will be provided to the Finance Manager.

The relevant business area manager will monitor the new staff member's performance during the probationary period and will provide regular feedback. Any underperformance will be discussed with the employee and additional training provided. All performance meetings will be documented in writing and provided to the Human Resources Manager. An action plan will be agreed upon and signed by the employee. If the employee does not show improvement during the agreed timeframe, their probation period may be extended, or their employment may be terminated. The overall probation period must not extend beyond six months.

7.0 Definitions

Please refer to the EIT Glossary that can be found here for all definitions used in this document.

8.0 Related Documents

- Diversity, Fair Treatment and Equal Opportunity Policy
- EIT Ethics Statement.DS
- EIT Facilities.DS
- EIT Organisational Chart - Reporting Relationships.DS
- EIT Organisational Structure - Personnel.DS
- EIT Purchasing and Payment Procedure.DS
- EIT Staff Performance Review Form.DS
- EIT Staff Performance Review Guide.DS
- EIT Strategic Plan 2021 - 2031. DS
- EIT Working from Home Assessment Checklist.DS
- EIT01 Training and Assessment Policy
- EIT01.5 Trainers and Assessors Policy
- EIT07 Governance and Administration Policy
- EIT08 VET Regulator Cooperation & Legal Compliance
- Emergency and Critical Incident Policy & Procedure.DS
- Critical Incident Form

- Health and Wellbeing Policy and Procedure.DS
- Information Management and Security Policy and Procedure.DS
- IT Policy for System Administrators and Managers.DS
- Learning and Teaching Policy.VET
- Privacy Policy.DS
- Procedure for Dissemination and Promotion of Policies and Procedures.DS
- Records Management Policy and Procedure.DS
- Risk Management Policy.DS
- Risk Management Register.DS
- Safety, Emergency and Critical Incident Policy and Procedure
- Selection, Appointment and Induction Procedure – Academic and Administration Staff.VET
- Staff Development Policy.DS
- Staff Drug and Alcohol Policy and Procedure.DS
- Staff Grievance Policy.DS
- Staff Grievance Procedure.DS
- Staff Performance Review Policy and Procedure.DS
- Work, Health and Safety Policy.DS

9.0   Related Legislation

The following legislation is relevant to this policy, however not all are mandatory education providers:

[NB: replace any state-based legislation with that relevant to your State]

- *Age Discrimination Act 2004 (Cwth.)*
- *Australian Human Rights Commission Act 1986 (Cwth.)*
- *Disability Discrimination Act 1992 (Cwth.)*
- *Disability Services Act 1986 (WA)*
- *Educational Services (Post-Secondary Education) Award 2020*
- *Equal Opportunity Act 1984 (WA)*
- *Fair Work Act 2009 (Cwth.)*
- *Privacy Act 1988 (Cwth.)*
- *Racial Discrimination Act 1975 (Cwth.)*
- *Sex Discrimination Act 1984 (Cwth.)*
- *Standards for Registered Training Organisations (RTOs) 2015 (Cwth.)*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Act 2020 (WA)*

10.0 Accountabilities

The Governance Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.